



**JOB TITLE** School Senior Administrator Level 3 ( non supervisory)\_\_\_\_\_ **JOB NO** SCH1ADMG4\_\_\_\_\_

**SERVICE AREA** Schools \_\_\_\_\_ **SECTION** Education Support \_\_\_\_\_

**LOCATION** Short Heath Federation **GRADE** G4\_\_\_\_\_ **SCP's** 016 - 021\_\_\_\_\_

## PURPOSE OF JOB:

Under the guidance of senior staff: be responsible for undertaking administrative, financial and organisational processes within the school. Assist with the planning and development of support service.

## RESPONSIBILITY LINKS

Reports to:

Responsible over: N/A

## SPECIAL CONDITIONS:

## MAIN ACTIVITIES:

### Organisation

- Deal with complex reception/visitor, etc. matters
- Contribute to the planning, development and organisation of support service systems/procedures/policies
- Organise school trips/events, etc.

### Administration

- Manage manual and computerised record/information systems
- Analyse and evaluate data/information and produce reports/information/data as required
- Undertake typing and word-processing and complex IT based tasks
- Provide personal, administrative and organisational support to other staff
- Provide administrative and organisational support to the Governing Body
- Undertake administration of complex procedures
- Complete and submit complex forms, returns, etc., including those to outside agencies, eg DfE
- Undertake the administration of payroll systems

### Resources

- Operate relevant equipment/complex ICT packages
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required
- Manage uniform/snack/other 'shops' within the school
- Provide advice and guidance to staff, pupils and others
- Undertake research and obtain information to inform decisions
- Assist with procurement and sponsorship
- Assist with marketing and promotion of the school
- Manage administration of facilities including use of school premises
- Undertake complex financial administration procedures
- Assist with the planning, monitoring and evaluation of budget
- Manage expenditure within an agreed budget

**Responsibilities**

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals
- Attend and participate in regular meetings
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others



**Walsall Council**

# EMPLOYEE SPECIFICATION

<b>Job No:</b> SCH1ADMG4	<b>Job Title:</b> School Senior Administrator Level 3 (non supervisory)	<b>Grade:</b> G4
<b>Service Area:</b> Schools		<b>Section:</b> Education Support
Using the Job Description consider what abilities are required by a person to perform each of the main activities of the job safely and effectively.	Indicate when Assessment is possible:	<b>WEIGHT CODE</b> shows relative importance Low=1 Medium=2 High=3
Define the essential abilities clearly and unambiguously in terms that are measurable and observable and record them in the space below:-	at shortlist=S interview=I both=S/I test = T	
Effective use of ICT and other specialist equipment/resources		
Full working knowledge of relevant polices/codes of practice and awareness of relevant legislation		
Very good ICT skills		
Ability to relate well to children and adults		
Work constructively as part of a team, understanding school roles and responsibilities and own position within these		
Ability to self-evaluate learning needs and actively seek learning opportunities		
An awareness of, and commitment to, equality of opportunity	I	
<b>Experience:</b> specify type, level and length required; if any.		
Experience of development, management and operation of administrative systems		
<b>Qualification:</b> specify type and level required (including equivalents); if any.		
NVQ 3 or equivalent qualification or experience in relevant discipline		
Very good numeracy/literacy skills		
<b>Prepared by:</b> name	<b>Date:</b> 2013	

